

To: Webster, David[Webster.David@epa.gov]
From: Harstedt, Deborah
Sent: Thur 1/15/2015 3:44:28 PM
Subject: FW: Submittal of Draft 2015 DES Work Plan - Comprehensive and "Audience-Coded" Versions
[Draft 2015 Comprehensive DES Work Plan 09.19.14.pdf](#)
[DraftFFY2015EPAPriorities&CommitmentsList 09.11.14.xlsx](#)

Dave,

For your review the NH DES annual workplan update documents. I have deleted two of the documents referenced in Vince Perelli's below note just to avoid confusion and have sent you just the P&C List and their very detailed workplan document if you want to delve deeper. You will note on NH's version of the draft P&C list they look for comments back from EPA which is why I set this up in OneDrive in the first place. Just give me any comments that you want me to pass on to back NH and I will add them in. Otherwise everything that looks ok to you I will simply mark as ok in their comments section. Give me a ring if you have any questions.

Thanks

Deb

From: Perelli, Vince [mailto:Vincent.Perelli@des.nh.gov]
Sent: Friday, September 19, 2014 6:03 PM
To: Harstedt, Deborah; Adams, Lois K.; Rea, Kristi
Cc: Brady, JenniferL; Niejadlik, Tom; Perelli, Vince; Waskin, Wendy; Whipple, Joshua C; Burack, Thomas S; Susan.Carlson@des.nh.gov; Eugene.Forbes@des.nh.gov; Quiram, Vicki; Wimsatt, Mike; Wright, Craig
Subject: Submittal of Draft 2015 DES Work Plan - Comprehensive and "Audience-Coded" Versions

Greetings Lois, Kristi, and Deb,

I was hoping to send this e-mail by close-of-business today (as I promised to Deb recently), but things just didn't come together as I had planned. At any rate, please find attached, the additional files I referenced in my previous e-mail (also attached) where I transmitted our Draft FFY '15 DES Priorities & Commitments (P&C) List. The file that says "Comprehensive" includes all Activities and Deliverables for programs across DES that are contributing to our Measures Tracking and Reporting System (MTRS) Database. Embedded throughout this department-wide work plan are the P&C List items that we've asked staff to "drive" into the work plan so that they can be tracked over time. This allows us to create the end-of-year progress report for EPA and DES Senior Leadership. In short, this is DES' work plan, a portion of which satisfies EPA requirements. The file with "Audience-Coded" in the title is our attempt at mimicking the P&C List by segregating out the P&C List items that were pushed into the work plan. This requires special "audience-coding," and I must admit that it is an imperfect process. Because of some possible omissions, it is oftentimes easier to use the Comprehensive List which will be just that comprehensive.

Hopefully, the following information is helpful to you. I have some new staff on our Measures Team, and it will hopefully be educational for them as well. I'm certainly not telling you what to do from this point on, but in the past, the P&C List has been distributed to EPA Program Managers (or placed on a share drive), along with Comprehensive and Audience-Codes reports. By a set deadline, EPA staff were asked to review their items of concern on the P&C List and cross-reference those items in the DES Work Plans (either the comprehensive or the shorter version). This is typically done using the "Find" or "Search" feature in Adobe Acrobat. If you notice, the yellow-shaded column in the P&C List indicates DES' response to the P&C Items. Were we could, Deliverables are specifically identified (by number) right in the response cell. EPA staff can also go into either report and, (using the search feature), enter the deliverable number to see if the deliverable was truly "driven" into our work plan. If it is in the work plan, progress will be reported on a quarterly basis and a comprehensive end-of-year report produced. For simplicity, we will also be doing direct progress reporting using the last column of the P&C List once it gets finalized. FYI - Sometimes, the Deliverable on the DES reports are cross-referenced to the particular P&C List item #. This is not a widespread occurrence though and should not be relied upon.

Between reviewing the P&C List (especially DES' responses in the yellow-highlighted column) and a review of either work plan reports, EPA staff would typically indicate their approval, need for additional information, or call for additional negotiations, in the blue-highlighted column. Last year's P&C List (prior to final clean-up) is attached to see how things were done in the past. This is for illustration purposes only.

You may have other ways in mind to do this. Whatever works for you. Either way, it is our expectation that we will receive an updated version of the P&C List which includes specific

answers to our initial responses to the original P&C Items. This process has worked fairly well in the past and has provided a credible, documented trail of all of our negotiations.

If you or your staff have any questions or concerns regarding particular P&C List Items, please contact the specific DES staff directly, or feel free to go through me, and I'll make sure that the appropriate connections are made.

I look forward to your response document.

Have a great weekend,

Vince

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